

THE EPISCOPAL CHURCH OF THE GOOD SHEPHERD

The Episcopal Church of the Good Shepherd in Raleigh, NC is a welcoming and inclusive parish that seeks to meet and serve Christ in all people and to glorify God in our words and our actions. We are a member parish of the Episcopal Diocese of North Carolina.

Job Description: Communications Assistant

Job Summary

Coordinates and oversees the electronic communications and online presence of the Church of the Good Shepherd. The Communications Assistant employs technical skills and a responsive, collaborative demeanor to provide timely and appropriate messaging to new and existing members of the parish as well as the general public. This is a part time position of on average 10 hours per week.

Essential Functions:

- Oversees the production schedule for the weekly newsletter, including soliciting and tracking submissions
- Assembles and formats content provided into an informative and attractive parish newsletter
- Designs and schedules parish-wide emails for stand-alone events and short-term initiatives
- Manages, supports, and enhances the parish website through regular updates and potential redesign
- Acts as the project manager for online submissions and production of the weekly online worship service
- Designs occasional advertisements (e.g. Christmas and Easter) for online and print use
- Manages the social media presence of the parish through regular updates and seasonal messaging

Qualifications:

- Bachelor's Degree or Associate's Degree, or High School Diploma/GED plus three or more years of work experience in a related field
- Strong interpersonal and organizational skills
- Ability to manage multiple responsibilities and overlapping deadlines with flexibility, positivity, and patience
- Demonstration of initiative and inclusivity when working independently or collaboratively on projects
- Completion of criminal background check
- Completion of Safe Church training

Core Competencies:

- **Interpersonal Skills:** Works well with people at all levels of the congregation and of all ages. Engages people positively with direct, honest, and transparent communication, avoiding communication triangles. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Projects a sense of empathy and understanding when dealing with members and friends of the congregation. Is able and willing to supply answers and resources that others find satisfying.
- **Technical Skills:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the role. Proficiency in email platforms (e.g. Constant Contact, MailChimp), GSuite, Adobe, and Microsoft Publisher preferred.
- **Information and Communication:** Is able to communicate clearly and succinctly. Clearly delivers message in a tone appropriate to the context. Is timely and transparent in the sharing of information, but also uses discretion and knows how to respect confidences.
- **Creativity, Energy, and Innovation:** Generates new ideas. Makes connections among existing ideas to create fresh approaches. Learns from mistakes. Encourages and empowers others through collaboration, proactive problem solving, and responsiveness.

To apply, please email your resume and contact information for two references to the Rev. Imogen Rhodenhiser, Rector, at imogen.rhodenhiser@cgs-raleigh.org.